



APPOINTMENT OF A TRAINING AGENT TO MANAGE AND FACILITATE ACCREDITED TRAINING PROVIDER(S) IN RESPECT OF LEARNING AND DEVELOPMENT PROGRAMMES FOR JOE GQABI DISTRICT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS: BID NUMBER: JGDM2022/23-002

Joe Gqabi District Municipality invites reputable, suitable qualified and experienced service providers to submit bids for the **“APPOINTMENT OF A TRAINING AGENT TO MANAGE AND FACILITATE ACCREDITED TRAINING PROVIDER(S) IN RESPECT OF LEARNING AND DEVELOPMENT PROGRAMMES FOR JOE GQABI DISTRICT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS”**.

Bid documents will be sent to you. Hard copies of the bid document will be made available from Joe Gqabi District Municipality SCM offices from **WEDNESDAY, 16 NOVEMBER 2022** upon payment of a **non-refundable** fee of R100 (One hundred rand) for each document (either in cash or by means of a bank guaranteed cheque or direct bank deposit to ABSA, 2380000019) made payable to the Joe Gqabi District Municipality. Payments must be made at the Cashier's Office, which is situated at the ground floor, **Cnr of Graham and Cole Streets, Barkly East** between the hours of **08h00** and **15h00** prior to the collection of the bid documents.

A compulsory briefing session will be held at the Committee Room of the Joe Gqabi District Municipality, C/O Graham and Cole Street, Barkly East - **TUESDAY, 22 NOVEMBER 2022 at 10H00am**.

Completed bid documents must be placed in a sealed envelope clearly marked **“APPOINTMENT OF A TRAINING AGENT TO MANAGE AND FACILITATE ACCREDITED TRAINING PROVIDER(S) IN RESPECT OF LEARNING AND DEVELOPMENT PROGRAMMES FOR JOE GQABI DISTRICT MUNICIPALITY FOR A PERIOD OF THREE (3) YEARS: JGDM2022/23-002”** These must be deposited in the Tender Box of Joe Gqabi District Municipality, situated outside the front entrance of Main Offices Building, at Corner of Cole and Graham Streets, Barkly East not later than **12h00 pm** on **FRIDAY, 02 DECEMBER 2022**.

EVALUATION CRITERIA

The bids will be evaluated on the basis on the Preferential Procurement Policy Framework Act (Act No.5, 2000), and the regulations pertaining thereto (2017), as well as the Joe Gqabi District Municipality's Supply Chain Management Policy 80/20 preference point system will be used.

Stage 1: Functionality:

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CRITERIA	EVIDENCE	POINTS ALLOCATION				
		CRITERIA	MAXIMUM POINTS	MINIMUM POINTS		
Experience of a company Evidence of completed projects on Training	1. CAPACITY ASSESSMENT Attach copies of any of the following: a. Orders or b. Appointment Letters or c. Contract AND 2. PERFORMANCE ASSESS- MENT Corresponding Reference Letters for each Order, Appointment letter or Contract. Reference letter should include: <ul style="list-style-type: none">Name of bidder,Project Name and Number,Project Value,Duration and recommendation from the client.	5 points per completed project up to a maximum of 4 projects.	20	10		
Expertise Accreditation status of the company	Provide proof of accreditation (list of valid learning programmes)	Accreditation with 2 or more seta's (Including LGSETA)	10	5		
		Accreditation with LGSETA	5			
		No accreditation	0			
Experience of managing training and facilitating.	Provide CV of the Project Manager.	>5	15	10		
		3 to 5 years	10			
		< 3 years	0			
Qualifications of the Project Leader Training & Development management or ODETDP/Teaching	Provide certified copy (ies) of qualifications not older than three (3) months.	Degree/diploma in Training & Development field (NQF Level 6 and above)	10	5		
		Certificate Level NQF Level 5	5			
		No qualification	0			
Detailed explanation of methodology, resources to be deployed and process to be adopted to fulfill the assignment.	Proposal must cover the following aspect of the scope of work. <ul style="list-style-type: none">Preparation and management of the workplace learning	Scoring	Points	Comments	20	15
		Comprehensive	20	Proposal covers and meets all requirements in terms of the scope of ser-		

	<div>intervention as required by the municipality</div> <ul style="list-style-type: none">Monitoring and evaluation of learning; development & capacity building programmes;Reporting of progress on learning andManagement of assessment; moderation and verification where necessary; andIssuing of certificates			vice, outputs and other requirements in the terms of reference OF JGDM.		
		Good	15	Proposal covers all TOR but not much detailed.		
		Poor	0	Proposal does not comply with TOR and scope.		
TOTAL					75	45

- ***Bidders must obtain minimum of 45 out 75 points to qualify for the evaluation of price and preference points.***
- ***Bidders must obtain minimum required points for each sub-criterion.***

STAGE 2

PRICE AND B-BBEE

PRICE 80

B-BBEE 20

In terms of Regulation 5(2) and 6(2) of the revised Preferential Procurement Regulations 2017, preference points must be awarded to a bidder for attaining the B-BBEE status level of contributions. Submission of a valid B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) is a requisite. Sworn affidavits from Exempted Micro Enterprise (EME) with an annual turnover of R10 million and less will be accepted. Bidders will not be disqualified for non-submission of a B-BBEE Verification Certificate but will be declared as non-compliant contributor. Trusts, consortiums or joint ventures are advised to submit a consolidated B-BBEE scorecard. Originally, certified copies must not be older than 3 months.


It must be expressly understood that the Municipality disclaims any responsibility for seeing that Tenders sent by post or delivered in any other way, are lodged in the Tender Box. It is accordingly preferable for the Tenderer to personally ensure that the Tender is placed in the Tender Box by the Tenderer's own staff, or where appropriate, a courier appointed by the Tenderer.

BIDDERS SHALL TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

1. **JGDM shall not do business with any person in the service of the state.**
2. **Bidders must be registered on National Treasury's Central Supplier Database (CSD).**
3. The Joe Gqabi District Municipality Supply Chain Management Policy will apply.
4. The Joe Gqabi District Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid and to award to more than one bidder.
5. Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
6. All pages must be signed where necessary.
7. The completed and signed bid document must be submitted as original.
8. Additional annexure(s) is/are accepted only if cross referencing has been done and the page signed
9. Bids submitted are to hold good for a period of 90 days.
10. An originally certified copy of the BBBEE certificate or sworn affidavit must be attached to the tender for BBBEE points to be allocated. In the case of a Trust, Joint Venture, or Consortium, a consolidated BBBEE certificate or sworn affidavit for the parties involved should be attached in order to qualify for BBBEE points.
11. SARS pin and Tax Reference Number to be declared in the bid (cover page of the bid document). In the case of a Trust, Joint Venture, or Consortium each party to a Trust/Joint Venture/Consortium should submit a separate Tax Clearance Certificate
12. Bid documents must remain intact
13. Attach a proof of company office address (Municipal account not older than 90 days or Municipal Clearance certificate or lease agreement or proof of address and affidavit from village residents only) **FOR LOCAL MUNICIPALITY AND DISTRICT MUNICIPALITY**
14. Use of Tippex AND erasable ink will render the bid non- responsive.
15. Declaration pages must be fully completed and signed.
16. Joint Ventures/consortiums must provide signed copies of such agreements and all other returnable documents for each partner to the Joint Venture.
17. Failure to complete ALL the supplementary information may result in the bid being deemed non-responsive.

The Council reserves the right to extend the Tender Period and/or alter Conditions of Tender during the Tender Period at its own discretion.

Please refer all enquiries to the Manager: SCM - Ms M. Mlotywa in writing at mamntse@jgdm.gov.za during office hours
(08h00-16h00) Monday to Friday.

 03/11/2022

MR M.NONJOLA

ACTING MUNICIPAL MANAGER